



# Fuel Requirement Submittal Guidelines

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**RL 202 - Liquefied Petroleum (LP) Gases - Propane**

**Contract Period: 7/01/2017 – 6/30/2019  
with renewal option**

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As you submit your filed requirements, please pay close attention to the following:

- **Make sure your contact information is current.**

Please review the information associated with your delivery site and update it, if necessary. Include anything that is missing (including phone numbers and e-mail addresses) and remove information of any person who no longer works at the delivery site. If there are issues with your filing or in awarding a contract for your county, Procurement Services will be unable to contact you if the information is out of date.

- Information for tanks, requirements and locations need to be accurate.
- All required volumes must be submitted in **GALLONS**.
- Please explain any special delivery requirement (e.g., gallons per week or month, extra-long hose required due to location of tank, hose over water delivery, hours of delivery, etc.).
- List only one (1) year of requirements for each fuel type as indicated.
- Please indicate if tanks are underground, vendor supplied, agency owned, or for a vehicle fueling station.

**By filing your fuel requirements, you are giving consent to OGS Procurement Services to award contracts on behalf of your facility for the full contract period.**

**Please note:** Once a contract is established based on your filed requirements, you are obligated to purchase all quantities for that fuel from the awarded contractor. You may not purchase this type of fuel from any other source for the term of the contract. **YOU MUST NOT ENTER INTO ANY OTHER CONTRACT FOR THIS FUEL PRODUCT DURING THE INDICATED CONTRACT PERIOD.**

For assistance, please contact OGS Customer Services at (518) 474-6717 or email to [customer.services@ogs.ny.gov](mailto:customer.services@ogs.ny.gov).

**Requirements must be submitted no later than March 10, 2017.**